

COURT ASSIGNMENT CLERK:

The Circuit Court for Anne Arundel County is seeking an individual to join our fast paced Assignment Office. Court experience or a paralegal/law office background is helpful. Attention to detail, computer experience and excellent communication skills are a must. This position will assist in the scheduling and preparation of court dockets as well as answering face-to-face and telephone inquiries from the public, attorneys, and judicial staff. This is an Anne Arundel County Grade 12 position.

Please compile cover letter and resume into **one adobe pdf document** and email to jobs@circuitcourt.org by June 24, 2016, or mail printed copies to the Office of the Court Administrator, P.O. Box 2395, Annapolis, MD 21404-2395.